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for a reduced price

**September
25, 2007**

2007 SEMINAR LOCATION
**THE EMBASSY SUITES
HOTEL, SPA AND
CONVENTION CENTER**

1700 COLISEUM DRIVE
HAMPTON, VA 23666
(757) 827-8200
<http://embassysuites1.hilton.com>

ENHANCE YOUR EEO KNOWLEDGE at the **2007 EEOC Hampton Technical Assistance Seminar (TAPS)**. This informative seminar, **sponsored by the CHARLOTTE EEOC OFFICE** will be held at the Embassy Suites Hotel, Spa and Convention Center, a state of the art conference facility.



EEOC Hampton Seminar

U.S. Equal Employment Opportunity Commission

*Seminar includes
a CD-ROM of 2000+ pages,
a complete EEO LIBRARY*

COME TO THE SOURCE! Join EEOC for this one-day seminar for the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

Contact Billy C. Sanders
EEOC Charlotte Office

(704) 344-6735
(704) 344-6734 FAX
(704) 344-6684 TTY
billy.sanders@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Tuesday, September 25, 2007

EEOC Hampton Seminar

www.eeotraining.eeoc.gov

Top 5 Reasons to Attend TAPS

- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for tough HR decisions
- Meet the people who enforce the laws
- Improve your company's bottom line

Hotel Arrangements

Registrants are responsible for their own hotel and travel arrangements. There are several hotels near the training site.

Who Should Attend?

- Human Resources
- Managers and Staff
- EEO Managers and Staff
- Attorneys
- Managers & Supervisors
- State and Local Officials
- Federal EEO Staff [approved for Federal EEO Refresher credit]
- Union Representatives



Registration Policy

Payment — \$335 Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of **\$299** is available for on-line registration with a credit card and for check payments received 30 days before the onset of the seminar. Payment by government purchase order is not eligible for this Discount Price.

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code. If any of these items are missing, we will not be able to confirm you for the seminar. Electronic invoicing is NOT accepted. If you are paying by state or local government purchase order, provide your billing address where the invoice should be mailed.

Registration - There are three ways to register. For immediate confirmation, register **ONLINE** using a credit card at www.eeotraining.eeoc.gov, OR

MAIL your registration application and payment to
EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR

FAX your registration with credit card payment to **301-545-0718**.

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email eeoc.traininginstitute@eeoc.gov

Space is limited, register early, and preferably at least 10 days in advance of a seminar. Late registrations will be accepted on a space available basis. *EEOC Tax ID Number: 52-0812909*

Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

Reasonable Accommodation Requests

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.



Schedule

- Registration—7:15am
- Start—8:15 am
- Continental Breakfast,
Lunch provided
- End—3:30 pm

LET EEOC BE YOUR TRAINER!

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Billy Sanders

Program Analyst

704 344-6735

billy.sanders@eeoc.gov

U.S. Equal Employment Opportunity Commission

EEOC TRAINING INSTITUTE TECHNICAL ASSISTANCE SEMINAR Hampton, Virginia

7:15 AM	Registration and Continental Breakfast
8:00 AM	Welcome <i>Reuben Daniels, Jr., Director, Charlotte District Office</i>
8:15 AM	EEOC Enforcement Programs and Initiatives for 2007 and Beyond <i>Nicolas Inzeo, Director, Office of Field Programs</i>
9:15 AM	Avoiding Retaliation Claims & Recent Supreme Court Decisions <i>Thomas M. Lucas, Esq., Troutman & Sanders, LLP</i>
10:15 AM	Break
10:30 AM	Harassment Issues in the Workplace <i>Lynette Barnes, Regional Attorney, Charlotte District Office</i>
11:30 AM	Religious Discrimination & Accommodation in the Workplace <i>Ruthie L. Goodboe, Esq., McGuireWoods, LLP</i>
NOON	Lunch and Guest Keynote Speaker
1:30-3:00 PM	AFTERNOON WORKSHOPS—CHOOSE 2 <ol style="list-style-type: none">Achieving Fairness in Workplace Dispute Mediations <i>Cynthia Pierre, Director of Field Management Programs</i>Responding to EEOC Charges of Discrimination <i>Thomas Colclough, Director, Raleigh Area Office EEOC</i>Avoiding National Origin and Immigration -Related Discrimination <i>A. Baltazar Baca, Sr. Trial Attorney, USDOJ, Office of Special Counsel</i>Balancing ADA/FMLA and Workers Compensation Responsibilities <i>Cheryl Behymer, Esq., Attorney, Fisher & Phillips LLP</i>
3:00 - 4:30 PM	Repeat First Session of Afternoon Workshops
4:30 PM	Adjourn

Credits: This seminar has been pre-approved for 6.5 HRCI re-certification credits. The seminar also meets the 8-hour refresher training requirement for federal agency EEO investigators.

EEOC Hampton Seminar 2007

Please print and use a separate form for each attendee.

3 ways to register

- **ONLINE**
www.eeotraining.eeoc.gov
- **MAIL**
- **EEOC TRAINING INSTITUTE**
PO BOX 83933
GAITHERSBURG, MD 20883-3933
• **FAX** to 301.545.0718

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Directions to the Embassy Suites SPA and Convention Center. From I-64 East, take Exit 263 to Mercury Blvd. Take the overpass ramp towards Coliseum Drive and the hotel is a half mile on left. From I-64 West, take Exit 263B Hampton Coliseum. The exit ramp become Mercury Blvd and at the first traffic light, make a right onto Coliseum Drive.

Enroll me for the Hampton, VA seminar on September 25, 2007

First Name _____ MI _____ Last _____

Title _____

Business/Organization _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes ☐ No Describe accommodation requested or special diet needed _____

AMOUNT OF PAYMENT: ☐ \$335 ☐ **\$299 One Day Discount Price***

***Discount price available for on-line registration up to the day before the seminar and for check payment received 30 days before the seminar.**

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____

Cardholder Email address _____

☐ **Check Payment**

☐ **State/ Local Gov't Purchase Order** – Email Address for invoice _____

☐ **Fed Gov't Purchase Order**

8 digit Agency Location Code (**Required**) _____

Have you previously attended an EEOC sponsored seminar, course or conference? ☐ Yes ☐ No

Employees at Your Facility:

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000-1,999
- ☐ 2,000+

Your Organization's Business Type:

- ☐ Federal Gov't
- ☐ State/ Local Gov't
- ☐ Other

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
- ☐ EEO Investigator, Counselor, Staff
- ☐ HR Director, Manager, Supervisor ☐ HR Staff
- ☐ Mediator, ADR ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner ☐ Union Representative
- ☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail ☐ Colleague ☐ EEOC event ☐ Email
- ☐ Website/Internet ☐ Newspaper /Radio Ad
- ☐ Professional Organization ☐ SHRM
- ☐ Other _____